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CSR FOR ALL PROJECT

PROJECT STEERING COMMITTEE MEETING

(INFORMAL)

18.04.2013

ANKARA/TURKEY

MEETING MINUTES

Participants:

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1. Mile Boskov	BCM	5. Oana Bara	CNIPMMR
2. Matthias Thorns	IOE	6. Tuba Burcu Şenel	TISK
3. Biserka Sladovic	CEA	7. Nil Mit	TISK
4. Ana Rasovic	MEF	8. Irmak İnan	TISK

The informal PSC meeting of 'CSR for All' Project, funded by the European Commission, was held at TISK Premises on 18.04.2013 with the participation of all PSC members of partner organizations, aiming to take decisions regarding first activity of the project implementation phase.

Agenda:

1. Short evaluation of Turkish Kick-off Meeting

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2. Approval of the decisions and meeting minutes of the 2stPSC Meeting
3. Presentation of Operational Implementation Strategy
4. Presentation of the draft Inception Report
5. Planning for the first activity of the Implementation Phase
 - National Review Studies
6. Determination of the date and place of the next PSC meeting
7. Collecting time sheets of contact persons
8. Any other business / Questions and Answers

Nil Mit welcomed the PSC Members of all partners and expressed her pleasure to see them among participants of the Turkish Kick-off Meeting. She noted there was an impressive crowd in the meeting and participants seemed very satisfied with the topics discussed in the meeting.

Biserka Sladovic expressed her greeting for the successful Kick-off Meeting regarding its organizations, selection of panelists, wide range of participants with different backgrounds and the attractive topics discussed. CSRforALL

Nil Mit presented both reports to PSC members and request their comments.

Ana Rasovic expressed her greeting for the qualified reports prepared and she has no comment for any change except contact person issue. She noted that as PIT, PSC member and contact person do many thing regarding the Project activities together so a tight separation between the responsibilities of PSC members and contact persons mustn't be tightly separated. She also request to put some flexibility for the delivering of time sheets, for instance one week after the end of each month, since it is crucial to prepare them after the end of month to see what has been done clearly.



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Tuba Burcu Şenel stated that the implementation phase is going to be more intense and there will be more responsibilities for contact persons regarding coordination and organization which require their involvement more.

Matthias Thorns noted that some other job descriptions must be added to Inception Report for contact person to be able to broad their responsibilities and make it a bit more flexible.

Nil Mit noted that the required regulations regarding contact persons' responsibilities and time sheets will be done on the reports and the revised reports will be shared with the Partners in her soonest convenience.

Oana Bara asked if it is possible to pay contact persons just for the times they worked. She added that some months, contact person works less regarding the off-peak times of the Project activities and sometime she works more than part time for the intense times of the Project activities.

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Biserka Sladovic also asked that the money for contact person can be stayed in the organization's account since the contact person was not hired, just appointed within the organization.

Tuba Burcu Şenel indicated that this kind of regulations requires confirmation from EC to be on the safe side, since it is directly related with the budget and payments so that Project Coordinator will contact with EC.

Oana Bara suggested to add 'cash flow' as a risk in the ' Risk and Mitigation' section of the Inception Report. She suggested to send an example to Nil Mit regarding risk and mitigation.

Matthias Thorns also requested to add 'delivering information' as a risk ' Risk and Mitigation' section of the Inception Report.



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Nil Mit stated the necessary revision will be done on the reports. Then she presented the first activity of the Implementation Phase as ' National Review Studies' together with its steps and times.

Biserka Sladovic noted that it would be better to change some dates regarding the National Reviews Studies since it will be summer time.

Tuba Burcu Şenel suggested IOE to prepare the survey outline earlier so that other steps will be earlier as well since the preparation of the surveys is the very first step of this activity.

Oana Bara asked if there is a specific number for each country to implement surveys.

Matthias Thorns noted that IOE will be preparing the surveys earlier, it will be presented to partners on 7th of May and it will not be so complicated so that it can be implemented to enterprises as much as each organization wants, the number is dependent on each organization and country circumstances as well. CSRforALL

Oana Bara asked if there is a specific rule of EU to be followed for the procurement process because Romania has its own regulations to be strictly followed based on law.

Ana Rasovic stated that Nicole Bertolini from EC will be visiting them and she may ask this question to him in order to be on the safe side.

Oana Bara asked if the companies or STEs who will be doing National Review studies, must be hired separately, for example one for making the surveys, one for analyzing them, is possible or not.

Tuba Burcu Şenel confirmed that, the budget for this particular activity can be divided into two or more companies and It is up to preference of each partner.

Mile Boskov asked if it is possible to make a pre-payment or not.



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Oana Bara clarified that the pre-payment cannot be done with the EU fund and also with the public funds.

Tuba Burcu Şenel stated that it was already agreed to pay the first 10.000 Euro from the budget for each partner and as soon as partners, who haven't got the payment yet, completed their documents, the payment will be done. She also added that each partner has right to ask for advance once they completed the required financial documents.

Nil Mit noted she will be preparing a ToR template for the National Review Studies and share it with partners to be adapted.

Ana Rasovic asked who will be attending to Round Table Discussions which will be organized at the end of the National Review Studies. She added that PIT members and people who are actively involved in CSR from each organization must attend to this meeting to ensure involvement of more people from the organizations.

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Tuba Burcu Şenel clarified that it is very appropriate and matching with the aim of the Project to involve more people from each organization so that the participant issue can be discussed further in the next PSC Meeting which will be held in Croatia.

Biserka Sladovic clarified that CEA has its 20th anniversary on 27th of May so it would be better to have the PSC Meeting after that time.

Matthias Thorns noted that he is available for the meeting on 28th or 30th or 31th May.

Biserka Sladovic stated that she will be talking with her organization and let the PSC members and Project Office know about the PSC Meeting date by 25th of May.

Decisions



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Item 4: The responsibility of Contact Person and PSCs will be more flexible and this will be added to the Inception Report.

Item 5: National Review Study time schedule will be reorganized to avoid totally crossing with the summer time. Survey questions will be prepared by the IOE and presented to Partners by 7th of May 2013. Advance payment will be done for the tender process.

Item 6: Next PSC Meeting date will be decided regarding the HUP's own activities and let the partners know by 25th of May.

Item 7: Timesheets will be collected in a week period after the end of the each Month.

Item 8: The issues of contact person payments and procurement procedure to be followed during the tender process (either based on country regulations or EU regulations) issues

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Mile Boskov

Oana Bara

Matthias Thorns

Tuba Burcu Şenel

Biserka Sladovic

Nil Mit

Ana Rasovic

Irmak İnan



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